

**BUDGET AND MANAGEMENT ANALYST I****NATURE OF WORK IN THIS CLASS:**

This is professional work involved in analyzing and evaluating the executive budget and providing preliminary recommendations.

Employees in this class independently perform routine work in the preparation and administration of the budgets for operating departments of the Executive Branch after initial training, and work under closer supervision on a variety of more complex developmental assignments.

**ILLUSTRATIVE EXAMPLES OF WORK:** (Any one position may not include all the duties listed, nor do the examples cover all duties which may be performed.)

Assists and provides guidance and direction to the departments/agencies on budget preparation, fiscal control, interpretation of executive policy and legislative intent pertaining to the use of appropriations, transfers of funds and related budgetary matters.

Analyzes and evaluates the budget for assigned department/agency for accuracy and consistency with government-wide established priorities, guidelines, and revenue capabilities; prepares analytical reports and recommendations on the budget.

Prepares comments on pending legislation and fiscal notes.

Performs and assists higher level analysts with research and management studies related to the evaluation of department/agency programs.

Represents the Bureau at Legislative Budget Hearings for the purpose of responding to queries by Senators on budget related matters.

Reviews federal grant applications and makes appropriate recommendations and comments.

Meets with department/agency heads, or their representative, to resolve programmatic or budgetary problems of the department.

Prepares correspondence for the signature of the Director and/or Governor of Guam.

Assists in the preparation of the Executive Budget and the Bureau's Annual Report.

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Assists in the development of Capital Improvement Projects Request to the Department of Interior.

Reviews requests for personnel action, travel authorization, requisitions, purchase order, direct payment requests and contracts.

Prepares analysis on departmental expenditure trend in comparison with revenue capabilities and makes appropriate recommendation.

Performs related duties as required.

**MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS:**

Knowledge of the principles, practices and methods of governmental budget administration and management.

Ability to learn and understand the operations of departments/agencies for the purpose of budgeting and management.

Ability to learn, interpret and apply laws, regulations and other program guidelines.

Ability to analyze and interpret fiscal data and make recommendations regarding revenue capabilities.

Ability to conduct research on budgetary and programmatic matters.

Ability to work effectively with employees and the public.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

**MINIMUM EXPERIENCE AND TRAINING:**

- A) Graduation from a recognized college or university with a Bachelor's degree in business or public administration, political science or related field.
- B) Any equivalent combination of experience in the field of Budget and Management work and training which provides the minimum knowledge, abilities, and skills.

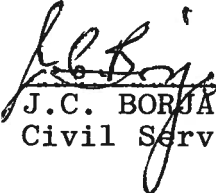
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**AMENDED: April, 1985**

**December, 1986**

**Pay Range Reassignment:**

**From: 23 To: 30**

  
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J.C. BORJA, Executive Director  
Civil Service Commission